

Policy: PK 01-11

Policy Title: Westfield Parks & Recreation Special Event Policy

Policy Purpose: Establish Non-Park Special Event Protocol

Implementation Date: March 1, 2011

Revision Date: January 23, 2012

**CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
NON-CITY SPONSORED SPECIAL EVENT POLICY**

A. Purpose and Intent

1. The Westfield Parks and Recreation Department assists in bringing group events to Westfield that contribute to the community's quality of life. In the continuing efforts by the City to provide the public with quality recreational choices in well maintained, clean, and safe parks, Westfield has developed the following standard operating procedures to review requests for Special Events to be held in the City Parks.
2. Park facilities may be made available for non park related uses consistent with the policies herein and subject to availability.

B. Definition

1. Special Event.

"Special Event" means a group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving more people than an individual shelter rental could accommodate or a group activity in which a specific park space is requested to be reserved. Special Events are not defined as casual park use by visitors or tourists, or individual shelter rental.

C. Uses

1. Priority shall be given to groups and individuals whose request reflects significant community interest and general value. The Westfield Parks Director or his/her designee will review and balance each request. The Westfield Parks Director or designee reserves the right to refuse rental/use.
2. Applicants wishing to use the park facilities shall meet requirements as outlined in the Eligible User Groups as developed by the Westfield Parks and Recreation Department.

D. Consideration

1. Scheduling priority will be given according to the order indicated below with Group 1 having the first priority and Group 4 having the last. Scheduling will be on a first come – first served basis within a group. A Group 1 organization may bump a lower priority group with a one month or greater notification.
2. In order to recover some of our utility costs associated with special events a Special Event Utility Fee may be charged.
3. The Westfield Parks Director reserves the right to waive rental fees.
4. Facilities shall be available for only non profit uses. Any exceptions shall be at the sole discretion of the Westfield Parks Director or designee and shall be evaluated by the benefit to the public.
5. In an emergency, the Parks Department shall cooperate with recognized state or federal agencies in the use of all park facilities without charge, superceding all other scheduled events and uses.
6. Special Events such as weddings or funerals shall be scheduled under exceptional conditions and as schedules allow.
7. City employees wishing to host a special event other than a shelter rental for individual use will adhere to this same policy.

E. Process

1. Applicants wishing to use a park facility shall complete a **Permit for Special Event Use of Park Facilities** and submit it to the Westfield Parks and Recreation Administrative Office. Applicants shall comply with Rules of Park Operations set forth in – Ordinance 10-28 PK 02-11. Rental of facilities will be made to responsible adults representing a group or organization. A responsible adult is defined as a person at least 21 years of age who is financially responsible as defined in G. 1 below. All permits maybe subject to cancellation.

F. Eligible User Groups

Group 1: Direct City Related Activities E.g. City department meetings, classes, special events Or activity	No Rental Fee No Maintenance Fee No Public Safety Fee
Group 2: Joint City Sponsored Events E.g. DWNA, Township Park Department, And Hamilton County Park Departments, Schools and Education Foundation, Library	No Rental Fee No Maintenance Fee No Public Safety Fee

Group 3: Civic and Service Organizations & Not-for-Profits E.g. Scouts, 4-H Clubs, Youth Athletics, Youth Organizations Rotary, Lions, Kiwanis, Churches, Chamber of Commerce, other Community Groups	Rental Fee Maintenance Fee Public Safety Fee (if necessary)
---	--

Group 4: Private Businesses, Organizations and Citizens Acceptable events will be determined by Director	Rental Fee Maintenance Fee Public Safety Fee (If necessary)
---	--

G. Application Procedure

1. All requests should be made in writing on the **Permit for Special Event Use** form (Exhibit B) and submitted to the Westfield Parks and Recreation Administration Office at a minimum of 30 days prior to the use. Applications are available online at the Westfield Parks and Recreation website below; at City Service Center – Customer Service and at the Westfield Parks and Recreation Administration Office.

<http://www.westfield.in.gov/department/?fDD=6-0>

Please note: if a large scale event (an event with estimated 500+ people in attendance) is being proposed you may need as much as a year's preparation.

2. The application must state the specific time and date of the event as well as all facility needs to be furnished by the City.
3. The Westfield Parks Director will determine the merits of the application and availability of the location. A copy of the signed application will be given to the Westfield Fire Department and the Westfield Police Department for their comments regarding public safety fees and to determine if any public safety fee will be charged.
4. Upon approval of the special event, all rental, maintenance and public safety fees will be invoiced with the due date indicated on the invoice.
5. A refundable damage deposit of \$200 is required for all special events. If alcohol is served, the deposit increases to \$600. The damage deposit should be paid with a separate check from any rental and public safety fees. Renters agree to be responsible for any additional charges incurred or damages caused by renter's activities.

6. Upon receipt of certificate of insurance (please see Section H), and payment of damage deposit and fees, a copy of the approved application will be returned to serve as the permit.
7. Permits granted may be subject to cancellation at any time by the Westfield Parks Director or his/her designee.

H. Insurance and liability

1. Any group using the Westfield City Parks for any purpose must provide a certificate of insurance showing proof of liability insurance in the amount of \$100,000 property damage per occurrence and \$1,000,000 bodily injury per occurrence naming the City of Westfield as an additional insured.
2. The requesting party shall protect and hold harmless the City of Westfield and its **elected officials, employees, staff and representatives, and each of them**, from any and all claims, suits, liabilities, damages or causes of action of any kind, provided such person was acting in the discharge of his/her duties.

I. Rules and Regulations

1. Applicants shall comply with all Rules of Park Operations set forth in – Ordinance 10-28 PK 02-11. A copy is posted on the Parks Department webpage and available upon request.
2. Holders of permits shall confine their use strictly to the specific area approved and will not be permitted to use any other space, equipment or apparatus unless it is approved in the application.
3. The applicant and his/her organization shall be held strictly accountable for complying with the rules and regulations that govern use of the City Parks, and shall be responsible for damages, losses, or accidents, which might occur while the organization is using the site. If proper care is not exercised, the continued use of the City Parks may be denied.
4. The sponsoring organization must provide adequate supervision and must ensure visitors use only the areas approved for rental/use. The organization will also provide all necessary supporting personnel such as medical personnel, parking attendants, set up and cleanup crews. A Public Safety fee may be charged if these services are deemed necessary to be provided by the City.
5. It is the sole responsibility of the user to secure additional trash receptacles or have trash hauled away if park containers will not accommodate the needs of the event. Trash that is not disposed of properly or overfills a receptacle may result in a loss of

deposit. The Westfield Parks and Recreation Administration will determine if the size of the event requires a rental of an outside dumpster. Dumpsters are only to be placed in designated areas approved by the Westfield Parks and Recreation Administration.

6. The sponsoring organization is required to provide port-o-lets if the special event will have attendance of over 500 persons. The requirement is 1 port-o-let per 500 attendees. At least one in every 3 rented must be handicap accessible. Delivery must be at the latest date and time possible prior to the event and removed from Park property no later than 24 hours after the event. Westfield Parks and Recreation Department is not responsible for any damage to port-o-lets. Port-o-lets are to be placed only in designated areas approved by Westfield Parks and Recreation Administration. Vendors are responsible for any port-o-let water supply hoses.
7. Vehicles are not allowed on Park property not designated for parking. Deliveries or setup needs that require a vehicle to enter the park must be approved in advance by the Westfield Parks and Recreation Administration.
8. The sponsoring organization is responsible for providing information if tents are being proposed and calling in utility locates to prevent interference with irrigation, fiber and utility infrastructures.
9. Users are encouraged to exercise Universal Precautions (Universal Precautions refers to the practice, in medicine, of avoiding contact with bodily fluids, by means of wearing medical gloves, goggles and face shields) and to have the necessary emergency first aid kits issued to their members.
10. A report of any personal injury must be submitted to the Westfield Parks and Recreation Administration Office by the person securing the permit within 24 hours after an injury.
11. Property damage must be reported immediately to the City representative on duty, and an itemized list of any property damage must be provided to the Westfield Parks and Recreation Administrative Office by the person securing the permit within 24 hours after any such damage.
12. No signs, displays, or materials may be attached, nailed or otherwise affixed to shelters, trees, buildings or existing signs.
13. For temporary signage at locations outside of the park, or road closures or blockages, the sponsoring organization must obtain an Encroachment Permit through the City of Westfield Community Development Department, which may carry an additional fee. . The Encroachment Permit Application is available online at www.westfield.in.gov or at the City Service Center. Please allow ten (10) working days from receipt for approval.

14. No Park fixtures may be moved without consent of the Westfield Parks Director.
15. The use of special equipment, including but not limited to, cooking equipment, musical instruments, and public address systems and sports equipment will be reviewed per application.
16. Alcohol use is restricted and will be reviewed per application. All necessary licensing and insurance is required. If approved, the damage deposit increases from \$200 to \$600.
17. Use of the Park facilities will be terminated if the City determines the use is being diminished or compromised by the rental organization.
18. No group may monopolize more space and time than is needed to meet the needs of the approved event.
19. Failure to comply with these rules and regulation will be sufficient reason to cancel future privileges.
20. No Park Facility may be used for a special event without the presence of a City representative.

J. Fees and Charges

1. See Exhibit A.
Titled: CITY OF WESTFIELD PARKS AND RECREATION DEPARTMENT
SPECIAL EVENT FEES AND CHARGES